

POST & BID POSITION ANNOUNCEMENT Bargaining Units 1, 4 and 11

1. Reference #: **59-9-276** 2. Position Number: 559-220-3038-xxx 3. Date of Posting: 12/07/18
 4. Classification Structure Design Technician I 5. Salary Range: \$3,688.00 - \$4,616.00
 6. Pay Differentials That Apply To Position: _____
 7. Working Hours Of Position: 7 AM to 5 PM
 8. District/Division: 559/DES Section: (220/Structure Policy & Innovation) Geographic Location: Sacramento
(If selected and the position requires a relocation, the Department will NOT provide relocation assistance.)
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9. **Specific Qualifications and Requisite Skills Required:** (Attach a separate sheet if additional space is needed.)
 - A. Minimum Qualifications per the Classification Specifications (BU1 & 4 only) (Education and or Experience):
 - B. Technical & Professional Skills & Abilities: Knowledge of standard practices, materials and equipment used in the production of maps, plans, charts, graphs, and geological drawings, or other graphic representations for engineering reports. Knowledge of computer programs such as CADD, MicroStation, MS Word, MS Excel, MS PowerPoint, MS Access, FileMaker Pro, and Outlook. Ability to learn new software applications. Knowledge of engineering mathematics, and various reproduction processes. Make calculations related to drafting work and determine appropriate methods to be used for desired product. Establish and maintain geological drafting standards, prepare drafting revisions to various manuals, establish and maintain computer-drafting procedures, analyze situations accurately and adopt an effective course of action.
 - C. License and/or Certification Requirements: None.
 - D. Physical Abilities to Perform Essential Functions: Employee may be required to sit for long periods of time using a keyboard and video display terminal. Mental requirements include ability to concentrate in order to review and create documents and meet strict deadlines. Comprehends, interprets and analyzes large volumes of technical and administrative data. Emotional requirements include the ability to develop and maintain cooperative working relationships. Considering and responding appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect.
 - E. Other Departmental Requirements: None.
 - F. Duty Statement/Description of Duties: See Duty Statement.
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10. Final Date and Time for Receiving Bid: 12/21/18
 11. Where to Obtain Bid Form: <http://www.dot.ca.gov/hq/jobs/postandbid/postandbidmain.htm>
 12. Submit Bid to:
 Name: Tericia Andresen
 Address: 1801 30th Street, Sacramento, CA 95816
 Telephone Number: 916-227-0250
 FAX Number: 916-227-8056
 E-mail Address: Tericia.andresen@dot.ca.gov
 13. Window period employee must be available for contact (**Unit 1&4 Only**): From: _____ To: _____
 (If selected, you must report in no less than 14 calendar days unless agreed otherwise by current and hiring supervisor and start date must be within 30 calendar days.)
 14. Expected Reporting Date To Position (**Unit 11 Only**): Within thirty days of receiving notification of winning bid.
 (If selected, you must report on the reporting date above unless agreed otherwise by current and hiring supervisor.)